

State Registrar, Director of Vital Records

SUMMARY: Appointed by the Commissioner of Health, the State Registrar directs the Office of Vital Records and acts as the custodian of all the certificates and records received by the state registrar and the Office of Vital Records; executes Tennessee Code Annotated, Title 68, Chapter 3, parts 1-5 and has supervisory power over the local registrars and deputy registrars.

DISTINGUISHING FEATURES:

1. Manages and provides direction for the general operation of the Office of Vital Records, with a staff of 54.
2. Develops work-plans and monitors projects and tasks to confirm that they are carried out as designed, are technically sound, and are progressing on schedule in order to achieve short- and long-term goals.
3. Determines functional objectives, staffing and training needs for the Office of Vital Records.
4. Conducts direct cost and utilization analyses related to rate setting, certificate issuance and financial projections, and program performance evaluation.
5. Provides technical and analytical expertise in responding to complex, specialized report requests requiring high-level data analysis and data management.
6. Provides copies of certificate or reports required under the TCA or other information derived from the certificates or reports as the state registrar shall determine are necessary to local health agencies for local health planning and program activities.
7. Manages relationships and communications with representatives of multiple federal and state agencies.
8. Interprets, explains and enforces Vital Records laws, rules, policies and procedures as they apply to a specific case.
9. Oversees the operation and performance of the Vital Records electronic registration systems.
10. Manages and provides direction for the daily assignments of the Vital Records Information Systems Management (VRISM) staff
11. Assists in the development and full implementation of the electronic vital records system (VRISM).
12. Works with Vital records and IT staff to establish requirements and output standards; develops, implements, and enforces policies and procedures; and evaluates customer issues, facilitates problem resolution, and maximizes customer service.

EDUCATION AND EXPERIENCE: The person appointed to this position must possess all the core competencies expected of a State Registrar including being a leader of change, being a leader of people, being results oriented, possessing business expertise, and being able to communicate effectively within the department and across the state. Education: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to five or more years of full-time increasingly responsible professional analytic work including, and at least, two years of full-time supervisory work.

COMPENSATION INFORMATION: \$3,700 - \$6,660 monthly or \$44,400 - \$79,920 annually, Negotiable – Commensurate with Qualifications

How to Apply: Resumes can be emailed to Kathy.S.Allen@tn.gov and must be received by July 15, 2014.

The State of Tennessee is an equal opportunity, equal access, affirmative action employer.